

Establish Rules

The fundamental purposes of community associations are to provide a basis for protecting members' equity in the community and a framework within which people can make decisions.

Specific purposes of rules and regulations include:

- Enforcing the community's bylaws and policies in a fair and diplomatic way;
- Protecting, enhancing and promoting the purposes of the association as stated in the legal documents;
- Restricting and governing the use of the common areas and amenities;
- Establishing architectural guidelines and controls for aesthetic value;
- Establishing rules for the use of facilities by owners, guests and tenants;
- Amplifying, expanding, clarifying and interpreting the broad restrictions in the association's governing documents;
- Protecting and preserving the property and assets of the association and the owners.

Draft By-laws

The following are "bare-bones" bylaws to help you get started. Each community will undoubtedly have its own approach.

Article I – Name

The parties involved shall choose the name of the organization.

Article II – Purpose

The purpose of this organization is to achieve and maintain decent and wholesome living conditions in Montgomery County, Maryland; assist persons living in the specific neighborhood to work together for the good of their neighborhood; and provide a non-partisan organization which will benefit this neighborhood and this County through worthwhile programs.

Article III – Membership

Section 1. Membership in this organization shall be open only to persons who reside or own property in the neighborhood boundaries.

Section 2. The neighborhood boundaries are the interior of the streets that border the neighborhood.

Section 3. The organization may enroll honorary members, but these members may not vote on matters before this organization.

Article IV – Annual Meetings

During the first meeting of the calendar year, a meeting of this organization shall be convened for the purpose of electing officers. This meeting shall also be a regular meeting of the organization for other business.

Article V – Officers

Section 1. The officers of the neighborhood organization shall consist of President, Vice President, Treasurer, and Secretary.

Section 2. The officers shall be elected at the first annual meeting from a slate prepared by the Nominating Committee, as well as from any additional nominations from the floor. The persons receiving the highest number of votes for each office shall be elected. Those elected shall serve until the next election.

Section 3. No officer shall serve more than three (3) consecutive terms in the same office. A term is one year.

Section 4. In case of a vacancy in office other than that of President, the vacancy shall be filled by election at a subsequent regular meeting of the organization.

Section 5. Officers may be removed for cause, including violation of the by-laws or dereliction of duty, by a majority of two-thirds of the votes at a regular meeting of the organization, provided that the officer to be removed has been notified in writing of the proposed removal at least thirty (30) days before the meeting.

Article VI – Duties of Officers

Section 1. The President is the chief executive officer of the organization. The duties of the President shall be to preside over all meetings of the organization, to call special meetings, to appoint committee chairpersons and to be or appoint the spokesperson for the organization to local government, the press, or other community associations.

Section 2. The duties of the Vice President shall be to serve as chief executive officer and preside over all meetings in the absence of the President, coordinate committee chairpersons and report status to the board and to succeed to the office of President in the event of a vacancy in that position.

Section 3. The duties of the Treasurer shall be to keep accounts of all expenses, collect membership dues, and to make regular reports of the organization's financial status.

Section 4. The duties of the Secretary shall be to maintain the records of the organization, keep accurate minutes for all meetings, receive and handle all correspondence addressed to the organization.

Article VII – Meetings

Section 1. The regular meeting of the organization shall be held monthly. The time and place are to be designated by the President.

Section 2. Special meetings may be called by the President or by petition of ten (10) or more members. Such meetings may act on any business proper to the organization, provided that written notice of the meeting has gone out to all members at least ten (10) days before the meeting date.

Article VIII – Committees and Programs

Section 1. Committees and programs of this organization shall be established by majority vote of members present at a meeting of the organization.

Section 2. Committee members and chairpersons shall be appointed by and serve at the pleasure of the President.

Article IX – Procedure

Unless the meeting has adopted some other procedure, all meetings of this organization are governed by guidelines of [Roberts Rules of Order](#).

Article X – Amendments

The by-laws of this organization may be amended at any meeting, provided that the proposed amendments have been sent to all members prior to the meeting at which they are to be considered.

After ratification by membership, by-laws are signed by the association president, vice president, and secretary.